

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1715

FLSA: Non-Exempt

CLASSIFICATION TITLE: PLANNING RESEARCHER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative work functions associated with conducting research, collecting/analyzing data, and providing information.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Conducts research to collect necessary data for various projects/purposes, utilizing a variety of computer resources, public information resources, and hard-copy documentation resources.

Organizes collected data, analyzes data, and draws conclusions.

Presents data in appropriate formats for use by planners, city/county officials, or other individuals; designs and lays out statistical tables, charts, graphs, and reports.

Provides and prepares data for public inquiry.

Maintains research library; develops/maintains a system for organizing reference materials and publications; maintains computerized database of library materials.

Prepares or completes various forms, reports, correspondence, data analyses, charts, graphs, slides, tables, spreadsheets, journals, books, library materials, or other documents.

Receives various forms, reports, correspondence, statistical data, journals, newspapers, statistical analyses, law books, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, Internet, or other software programs.

Answers the telephone; provides information, guidance and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Communicates with supervisor, employees, interns, other departments, partnering agencies, consultants, sales representatives, customers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends/participates in various meetings.

ADDITIONAL FUNCTIONS

Copies and distributes forms, reports, correspondence, data, and other related materials.

Initiates/receives facsimile transmission of documents.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in Social Science or Statistics; supplemented by one (1) year previous experience and/or training involving research, data analysis, and manipulation of numbers; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability

to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.